

Methodology of scanning for box 3

Box 3 had a label taped to one side. The box was placed on a copier and the label was photocopied.

Box 3 contained, from front to back, loose papers not in folders, a group of manilla folders and redrope folders.

All folders and Redrope expandable folders were copied in order of the documents as they were ordered in the folder. Documents that were stapled together as a master group were unstapled for copying (scanning) and saved as a set, and then were restapled as a master group. Documents that were not connected together by paperclips or staples were copied either as a "single" document, or if "loose" but of a same kind, were copied as "stackedsingles."

Every effort was made to assure that docs scanned were a complete mirror of documents as received in the folders.